

CITY OF BURBANK

EMS NURSE SPECIALIST

DEFINITION

Under administrative direction, to develop, plan, coordinate, monitor, and evaluate the effectiveness of all emergency medical services activities for the City; coordinate the medical quality assurance program, educational activities, paramedic re-certification, and operational changes; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, coordinates, monitors, and evaluates the effectiveness of all emergency medical services activities for the City; performs independent research, develops objectives, recommends, and implements policies, procedures, and operating standards for the EMS Program for compliance with and adherence to State and local mandates and standards; develop and conduct ongoing quality improvement process to review and analyze EMS program needs, trends, and system effectiveness; recommend and implement program changes; review, monitor, and revise training program content to insure personnel meet standards; provides continuing paramedic education based on criteria established by the County of Los Angeles to fulfill re-certification requirements; evaluates paramedics under field conditions; identifies training needs; coordinates, schedules, facilitates and/or conducts, and evaluates training activities as needed; provides development and review analysis of "pilot" medical projects including Standard Field Treatment Protocols (SFTP's); tracks and maintains records and generates corresponding reports evaluating the EMS program; investigates complaints and responds to inquiries regarding the EMS program; acts as liaison between the Burbank Fire Department and the emergency medical community, including local hospitals, the Los Angeles County Health Department, and applicable state agencies; provides leadership, coordinates, implements, and maintains a department-wide quality assurance program for EMT-1s and EMT-Ps; provides updated information regarding public health issues and nuclear, chemical, and biological threat hazards as it relates to emergency responders; assist in the development, administration, and monitoring of the program budget; supervises, trains, and evaluates employees; recommends disciplinary action, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the principles, procedures, goals, and responsibilities of a paramedic program; applicable State, County, and local Emergency Medical Services policies; administration of Emergency Medical Services quality assurance practices, procedures, and regulations; principles and practices of organization, management, and administration as applied to a municipal fire department/EMS programs; principles and practices of office administration, budgeting, supervision, training, performance evaluations, and public relations; modern office equipment and procedures including basic computer skills; proper English usage, spelling, grammar, punctuation, and report writing.
- Ability to – establish a comprehensive Quality Assurance Program; plan, organize, schedule, assign, and evaluate the work of others; plan, organize, direct, and coordinate a paramedic/EMS program; collect, interpret, analyze, and evaluate program operation data and policies; make effective recommendations to revise programs, policies, and/or procedures; communicate effectively orally and in writing; follow written and oral directions; operate a computer; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education and Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Master's Degree in Clinical Nurse Specialist: Emergency and Trauma or a related field or a Master's Degree in Quality Improvement and Educational Theory with the focus on EMS or a related field and five years experience as a nurse within the EMS community.

Licenses and Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; completed and passed NAEMSE (National Association of EMS Educators) EMS Educator course; MICN (Mobile Intensive Care Nurse) certification, and California Registered Nursing License.

SUPPLEMENTAL INFORMATION

None.